



# Human Resources - G1 Update



## CIVILIAN RECORD BRIEF (CRB)

### **New HR tool for IMCOM Employees and Supervisors**

- Snapshot (one page) view of Personnel Record

### **Employee empowered to update career and personal data**

- Education and Training
- Language
- Emergency Contacts
- Career Experience History (Military, Non-Army Civilian, Non-Federal)

### **Useful for Supervisors and Employees**

- Resumes
- Biographies
- Individual Development Plans (IDPs)
- Career Planning and Discussions



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### HOW TO GET THERE

- <http://cpol.army.mil/>
- Employee Portal Login (CAC)
- Employee Tab
- Employee Data - GO
- Self Service Applications - Civilian Record Brief (CRB)
- View MY CRB or Update My CRB

### HOW TO UPDATE

- CRB Quick Guide - lower left corner of CRB
- CRB User Guide - lower left corner of CRB

### View New User Video

- G1 Introduction: <http://www.youtube.com/watch?v=5IEIUwD4500>
- Employees: <http://www.youtube.com/watch?v=wI6l6Emo8DE>